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Progress Report to the Southern Association of Colleges and Schools

University of Texas at Tyler

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AUG 13 1975

TYLER STATE COLLEGE

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TYLER, TEXAS 75701

TELEPHONE 214 595-0711

August 13, 1975

MEMORANDUM

TO: Dr. James H. Stewart, President
FROM: Frank H. Smyrl *FHS*
SUBJECT: Progress Report to the Southern Association
of Colleges and Schools

Attached please find the revised Progress Report to the Southern Association of Colleges and Schools which takes into account changes made during our meeting on this subject August 7.

I am preparing a copy of this report for each of the vice presidents and Dr. Morris, and I will at least circulate a copy to each of the academic deans. Please advise if you feel greater circulation is desired.

cc: Dr. Donald M. Anthony
Mr. John Sawyer
Dr. Gerald L. Morris

PROGRESS REPORT TO
THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Subsequent to the previous official report by this institution, dated November 26, 1974, Tyler State College has become Texas Eastern University. The effective date is September 1, 1975, and the new name is used in this report, although virtually all progress reported herein occurred prior to the name change.

This report follows the organization of the Summary of Recommendations found on pp. 45-48 of the report of the Visitation Committee chaired by Dr. Richard Barbe following their visit to this institution September 10-13, 1974. The committee recommendations are given in italics below.

1. *Tyler State College should reexamine its statement of purpose, not on the basis of what it says but for what it does not say. The statement should seek consistency between the declared written purpose and its verbally declared intentions.*

Texas Eastern University has reexamined its statement of purpose, which is published on p. 12 of the 1975-1976 Tyler State College Catalog, and finds it appropriate, complete, and consistent with the charge of the Texas legislature.

2. *Tyler State College should be extremely cautious in all of its statements and publications to distinguish between what is and what might be.*

Texas Eastern University has made a particular effort to distinguish between what is and what might be in news releases, announcements, and the 1975-1976 catalog. This effort will continue in the future.

3. *The section in the Faculty Manual relative to Academic Freedom, Responsibility and Tenure should be completed with all deliberate speed.*

The section of the faculty manual relative to Academic Freedom, Responsibility, and Tenure has been completed. It was approved by the Board of Regents October 16, 1974, and has been included in the faculty and staff handbook.

4. *Within the higher administrative structure (e.g. Dean's Council and up), there is need for delineation of functions and a clearer and probably greater delegation of authority. The need for this delineation and delegation will increase with each quantum jump anticipated in enrollment and a concomitant increase in size of faculty and staff.*

The delineation of functions and the delegation of administrative authority continues as Texas Eastern University develops. Effective September 1, 1975, several new administrative positions are authorized. These include a director of institutional planning and analysis, an admissions officer, a financial aid officer, a director of personnel services, a chief of university police, and two professional librarians. The

responsibility of each administrative officer is clearly stated on pp. II-9 through II-13 of the faculty and staff handbook.

5. *Appropriate procedures should be established to provide due process of law in cases where scholastic regulations are concerned.*

The Faculty Senate has drafted a statement of procedures to provide due process of law in cases where scholastic regulations are concerned. That statement is in the final stages of editing and will be presented to appropriate officials soon for administrative approval.

6. *Meaningful course outlines and syllabi should be developed for all courses within the institution.*

The academic deans continue to maintain meaningful course outlines and syllabi for all courses taught in their respective schools.

7. *The curriculum for each program should be structured allowing for appropriate electives. Special reference is made to the law enforcement and the medical technology programs.*

The Curriculum Committee continues to supervise the appropriate structuring of curriculum in each new program. New leadership has been provided in the law enforcement program with the addition of a department chairman who holds the Ph.D. degree in

criminal justice, and it is anticipated that the degree program will undergo revision. The present structure of the medical technology program is designed to meet professional accrediting standards. Students in law enforcement and medical technology as well as students in all programs, receive individual academic advisement so as to structure their degree programs to suit their career needs.

8. *That the VPAA vigorously assume his delegated responsibility to communicate final budget allocation decisions, together with the reasons for the decisions, to the academic units initiating the original budget requests.*

During the preparation of the 1975-1976 budget, the Vice President for Academic Affairs (and following his resignation February 28, 1975, the Interim Vice President for Academic Affairs) assumed his delegated responsibility in developing and communicating final budget allocation decisions, together with the reasons for the decisions, to the academic units initiating the original budget requests. This was done largely through meetings chaired by the President of the institution with the Vice President for Fiscal Affairs, the Interim Vice President for Academic Affairs, and the dean of the academic unit initiating the original budget request all present at each of two conferences held during the course of the budget's development.

9. *Formal procedures for recruitment and selection of faculty should be finalized and forwarded to the Association along with documentation of approval by the administration and the Board of Regents.*

To date, no formal procedures for recruitment and selection of faculty have been approved by the administration and the Board of Regents. The new Vice President for Academic Affairs, who assumed responsibilities July 1, 1975, has indicated that high priority will be given to formalizing procedures for recruitment and selection of faculty. The new Director of Personnel Services will support these efforts.

10. *In those departments offering a major concentration of courses and staffed by one non-terminal degree person, either a person with a doctorate should be added or the department should be "down-graded" to a program administered by a related department.*

Action has been initiated to reorganize departmental structures so that no major concentration of courses will be offered by a department staffed by a non-terminal degree person. As one example, efforts are underway for the Department of English to administer the program in Spanish (a Department of Literature and Languages is proposed).

11. *The statement on tenure and academic freedom should be submitted to the Regents at their earliest convenience and the result of their actions forwarded to the association.*

The statement of tenure and academic freedom has been submitted

to and approved by the Board of Regents (October 24, 1974), with a notice of this action forwarded to the Southern Association of Colleges and Schools. This policy was implemented when thirteen faculty were granted tenure effective September 1, 1975.

12. *A statement of the criteria against which performance of the individual faculty member will be evaluated should be adopted.*

For tenure purposes, criteria have been adopted by which faculty are considered for tenure. The Faculty Senate has proposed criteria for evaluating faculty for promotion and merit raises. The new Vice President for Academic Affairs is working to develop criteria for the regular evaluation of all faculty. Faculty are in part evaluated by criteria contained in the Student Opinion Survey which is administered in each class each semester. This information is made available to the Vice President for Academic Affairs, appropriate deans and department chairmen, and to the faculty member involved.

13. *Criteria for promotions in rank should be established and adopted.*

Criteria for promotions in rank have been established by the Faculty Senate and utilized in the spring, 1975. They are basically the same as the criteria for awarding tenure.

14. *Criteria for giving salary increments and other types of recognition should be established.*

Criteria for determining salary increments for merit have been established by the Faculty Senate and utilized in the spring, 1975. They are basically the same as the criteria for awarding tenure.

15. *In order to provide the needed expertise in the area of acquisitions, cataloging and to expand readers' services, consideration should be given to increasing the professional staff by a minimum of three permanent full time positions.*

A cataloger was added to the professional staff of the library shortly after the committee visit in September, 1974. A reference librarian and an acquisitions librarian have been authorized for 1975-1976.

16. *In order that Student Development Services be conceptualized and implemented more effectively, the staff in the area of the Office of Student Life should be expanded immediately to assume responsibilities in the areas of (1) career planning and placement, (2) student financial aid, and (3) student health services.*

The teaching responsibility of the Dean of Student Life will be eliminated effective September, 1975. The staff of the Dean of Student Life has been expanded to include a financial aid officer effective July 15, 1975. Efforts will continue to be made to expand services in career planning and placement, counseling, and health services.

17. *Students attending Tyler State College should have representation and input into all decision-making processes where student interests are concerned.*

Efforts are continuously made to involve students in the decision-making processes where student interests are concerned. The Faculty Senate has opened its standing committees to student membership; a recently-formed institutional Bicentennial Committee will seek student participation; a student member of the Inauguration Committee has been named; and other committees will be encouraged to include student members.

18. *The rights and responsibilities of students attending Tyler State College should be clearly defined and disseminated to the students, faculty and staff.*

A statement clearly defining the rights and responsibilities of students attending Texas Eastern University is being prepared by the Faculty Senate with the assistance of the Dean of Student Life for submission to the Board of Regents. Upon approval by that body, it will be disseminated to the students, faculty, and staff through appropriate media.

19. *Adequate precautionary measures must be taken immediately to protect the permanent academic records from damage and to provide back-up files.*

Funds have been authorized for the purchase of microfilm equipment which will enable the copying of pertinent records and files, with one copy being located at another location other than the college. It is anticipated that this equipment will be

available by the end of the fall semester.

20. *The Self-Study Report underscores the need for additional instructional equipment, particularly in the laboratory sciences. This recommendation should be implemented immediately by purchase or at least by arranging with local colleges and institutions for the use of appropriate laboratory facilities and equipment. If the purchase option is exercised, care should be taken to choose equipment which can be moved to the new campus with a minimum of difficulty.*

Texas Eastern University, while it is in its temporary facilities, will continue to emphasize science courses which require minimum laboratory involvement. Texas Eastern University continues to buy portable science laboratory equipment as funds are available, although no major, non-portable equipment is planned for purchase until the new facilities at the permanent site are available approximately one year from now.

21. *The College through its statement of purpose is obligated to serve the needs of its constituencies. Continuing education should be seriously considered as a device to meet some of these needs, provided the college has the personnel and financial capability.*

Only minimal efforts have been made to date to expand the continuing education services of Texas Eastern University. These services are necessarily limited by the availability of funds and personnel.

22. *Special activities program has serious limitations while under the supervision of the registrar who obviously has limited time for this activity. It is therefore recommended that a qualified person be*

named to direct the total special activities program with the assistance of personnel from departments involved in the activity.

The direction of special activities functions which were originally under the Dean of Admission and Records has been transferred to the appropriate deans, who now administer internship programs and independent studies programs. Each student involved is under the immediate supervision of a faculty member.

23. *That the institution should encourage its faculty, in some tangible way, to engage in scholarly research.*

The institution has encouraged faculty with all available funds to engage in scholarly research. During the 1974-1975 academic year, three grants were made totaling \$2,685. The 1975-1976 budget contains \$3,400 for faculty research grants.

24. *Additional faculty strength should be added in the educational disciplinary foundations: such as educational psychology, philosophy, history, sociology, etc. Achieving a proper balance in students' programs between practice and more theoretical concerns is important at all degree levels and critical at the graduate level.*

A total of twenty-six new faculty positions have been authorized for 1975-1976 as follows:

Position	Name	Degree Held	Teaching Load
<u>School of Business</u>			
Assistant Professor of Business (Accounting)	Delbert W. Chumley, Ph.D.		12
Associate Professor of Business (Management)	Wayne H. Goff	Ph.D.	12
Management	(to be filled January, 1976)		12
Marketing	(to be filled January, 1976)		12
<u>School of Education and Psychology</u>			
Assistant Professor of Education (Curriculum and Instruction)	Stephen E. Daniels	Ph.D.	12
Instructor of Education (Curriculum and Instruction)	Julianne Hubble	M.Ed.	12
Associate Professor of Education (Early Childhood Education)	D. Dwain Hearn	Ph.D.	12
Associate Professor of Education (Special Education)	Mac R. Mosley	Ed.D.	12
Assistant Professor of Health and Physical Education	Joyce Ballard	Ph.D.	12
Assistant Professor of Psychology	Henry Orloff	Ph.D.	12
<u>School of Fine and Performing Arts</u>			
Assistant Professor of Drama	John M. Callahan	Ph.D.	12

School of Fine and Performing Arts (cont.)

Assistant Professor of Journalism	Kenneth R. Castevens	Ed.D.	12
Assistant Professor of Music	Chadwick J. Edwards	Ed.D. candidate	12

School of Humanities and Social Sciences

Assistant Professor of English	Roger K. Anderson	Ph.D. candidate	12
Associate Professor of History	Vincent J. Falzone	Ph.D.	12
Assistant Professor of Political Science	Stephen R. Lefevre	Ph.D.	12

School of Sciences and Mathematics

Associate Professor of Biology and Chairman	Leslie Lynn Sherrod	Ph.D.	9
Assistant Professor of Chemistry	David C. Riddle	Ph.D.	12
Assistant Professor of Physics	Donald W. Goodson	Ph.D.	12

School of Technology and Applied Studies

Associate Professor of Computer Science and Chairman	Darrell L. Ward	Ph.D.	9
Assistant Professor of Law Enforcement and Chairman	Ronald W. Robinson	Ph.D. candidate	9
Assistant Professor of Law Enforcement	George O. Weisheit	M.A.	12
Assistant Professor of Nursing	Mary McBride	M.S.N.	9*
Nursing	Vacancy		9*

School of Technology and Applied Studies (cont.)

Nursing	Vacancy	9*
Assistant Professor of Technology	Clayton W. Allen	12

*Will supervise 30-clock hours of clinical work in addition to 9 hours of classroom teaching.

25. *Two areas, early childhood (currently offered as a graduate concentration) and special education (in process of becoming) are one-specialist areas. These need strengthening before the college adds additional concentration areas within the already operating degrees.*

Faculty have been added in both early childhood education and special education, as indicated in number 24 above.

26. *A further recommendation derivable from these first two is that before the college begins any additional graduate programs both strength in depth within the specialty should be extant prior to initiation rather than being built after the fact. Of immediate merit might be the use of AACJB guidelines to assist in planning for the MBA degree.*

The School of Business has made constant reference to the AACJB guidelines in planning for the implementation of the MBA degree.

27. *A more specific administrative structure tuned to the specialized problems of graduate program finance, research bases, etc., should be implemented. While the two programs must be integrated, they pose different management problems and can usually be administered most effectively if they are not forced into the same administrative mode.*

A graduate deanship is anticipated as soon as financial resources will permit, as indicated by the organization chart. Meanwhile, graduate programs are administered by the respective academic deans. For the 1975-1976 academic year, a university coordinator of graduate programs has been named to chair a committee on graduate studies for advisement to the Vice President for Academic Affairs on graduate matters.